



Town of East Hampton

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SITE PLAN/SPECIAL PERMIT EVALUATION
Animal Rescue Fund of the Hamptons, Inc. (ARF) - Phase 2
SCTM#300-192-3-4
App#: A0520200017

Prepared by: Fabiha Mubassirah

FM 

Date: August 19, 2020

1. APPLICATION INFORMATION

A. INFORMATION RECEIVED:

- i) Original & nine (9) copies of a Site Plan/Special Permit Application, dated July 10, 2020
- ii) Original & nine (9) copies of a Short Environmental Assessment Form, dated July 10, 2020
- iii) Ten (10) sets of Architectural Plans prepared by Richard S. Bacon Architect, dated June 4, 2020 (A.10-100 – Proposed Floor Plan Main Level, A.10-101 – Proposed Floor Plan Basement Level, A.10-110 – Lobby and Cattery Enlarged Floor Plan, A.1-111 – Dog Adoption Kennel Enlarged Floor Plan, A.10-112 – Administration Area Enlarged Floor Plan, A.10-113 – Training Building Proposed Floor Plan, A.10-114 – Training Building Proposed Basement Plan, A.10-400 – Administration and Kennel Building Exterior Elevations, A.10-401, 402, 403 – Kennel Building Exterior Elevations;
- iv) Survey map prepared by Walbridge Surveyors, dated July 9, 2020
- v) Ten (10) sets of Site Plan including Lighting plan, Sanitary plan, and Landscape plan dated June 4, 2020, prepared by DB Bennett, PE, PC, consulting engineer (C-1 – Site Plan, C-2 – Calculations & Notes, C-3 – Partial Site Plan, C-4 – Construction Details, C-5 – Exterior Lighting, C-6 – Training Facility Sanitary Details, C-7 – Kennel Building Sanitary Details, C-8 – Water Supply Improvements, C-9 – Landscape Plan);
- vi) Agent Authorization letter from ARF granting permission to Twomey Latham Shea Kelley Dubin & Quartararo, LLP to handle all necessary paperwork involved with the application process, dated June 9, 2020
- vii) Copy of Driveway Easement, dated June 2, 1980 (Liber 8841 page 15) and Aviation Easement, dated June 16, 1983 (Liber 9393 page 535) regarding

the subject premises;
viii) Copy of May 6, 2020 Minor Site Plan Approval, February 10, 2016 Site Plan Special Permit Approval, and February 1, 2017 Minor Site Plan Approval regarding the subject premises.

- B. DATE SUBMITTED:** July 15, 2020
- C. OWNER:** Animal Rescue Fund of the Hamptons, Inc.
- D. APPLICANT/AGENT:** Karen Hoeg, Esq, c/o Twomey, Latham, Shea, Kelley, Dubin & Quartararo LLP
- E. SCHOOL DISTRICT:** Wainscott
- F. STREET NAME:** 124, Daniel Holes Road
- G. TYPE OF STREET:** Town
- H. ZONING DISTRICT:** A5: Residence, Water Recharge Overlay District (WROD)
- I. SEQRA - TYPE OF ACTION:** Unlisted
- J. INVOLVED AGENCIES:** Suffolk County Department of Health Services (SCDHS), Architectural Review Board (ARB)
- K. OTHER REVIEW:** Fire Marshal, Suffolk County Planning Commission

2. DESCRIPTION OF PROJECT

- A. PROPOSED USE(S) AS CLASSIFIED BY TOWN CODE:** Semi-public facility
- B. EXISTING USE(S) AS CLASSIFIED BY TOWN CODE:** Semi-public facility
- C. ARE THE EXISTING & PROPOSED USES PERMITTED OR SPECIAL PERMITTED BY THE TOWN CODE?** Special Permitted
- D. AREA OF PARCEL (SQUARE FEET):** 981,846 sq. ft. or 22.54 acres
- E. MOST RECENT CERTIFICATE OF OCCUPANCY:** 3/17/17 – C.O. 32521 (39481, 41148, 59597) – Animal Rescue Fund of the Hampton Inc. – 2065 Sq. ft. first floor interior alterations, including new HVAC system, 2668 sq. ft. lower level interior alterations to create 28 kennels and holding areas; 192 sq. ft. exterior entrance to lower level at existing animal shelter; 8' x 12' leaching ring; Fire escape.
- F. DESCRIPTION OF EXISTING STRUCTURES:** See most recent CO
- G. DESCRIPTION OF PROPOSED STRUCTURES:** Demolition and construction of new 7,049 sq. ft. Kennel Building, construct one story 8,404 sq. ft. Training Building, renovations and additions to existing structures, abandon existing sanitary and install 3 new IA OWTS proposed.
- H. EXISTING & PROPOSED LOT COVERAGE:** Existing: 1.8%, Proposed: 2.8%
- I. EXISTING & PROPOSED TOTAL COVERAGE:** Existing 7.4%, Proposed: 9.4%
- J. HEIGHT OF PROPOSED STRUCTURES:** 19'9"- 25'10"
- K. NUMBER OF STORIES OF PROPOSED STRUCTURES:** One

- L. **NUMBER OF EXISTING PARKING SPACES:** 30
M. **NUMBER OF PARKING SPACES REQUIRED:** To be determined
N. **TOTAL PARKING SPACES PROVIDED:** 24
O. **VARIANCES REQUIRED:** Setback
P. **DOES EXISTING & PROPOSED LIGHTING COMPLY WITH BOARD POLICY?** To be determined
Q. **DISTANCE TO PUBLIC WATER:** Water main in Daniels Hole Road
R. **SOURCE OF WATER SUPPLY:** Public water
S. **TYPE OF SANITARY SYSTEM:** Individual sanitary systems
T. **ARE EXISTING & PROPOSED SANITARY SYSTEMS DEPICTED:**
Yes
U. **DO SANITARY CALCULATIONS COMPLY WITH SCDHS STANDARDS?** Yes
V. **NUMBER OF ACCESS POINTS:** One
W. **IS SIGHT DISTANCE ACCEPTABLE?** Yes
X. **IS THE PROPOSAL ADA COMPLIANT?** Yes

3. **SUBMISSION REQUIREMENTS PURSUANT TO CHAPTER 255 (LIST ITEMS AND SECTION FOR THOSE ITEMS NOT SUBMITTED)**

4. **SITE ANALYSIS:**

- A. **SOIL TYPE:** CpA (Carver and Plymouth sands), 0 to 3 percent slope
B. **FLOOD HAZARD ZONE:** X
C. **DESCRIPTION OF VEGETATION:** Mixed deciduous and coniferous forest (Primarily *Quercus* and *Pinus rigida*)
D. **RANGE OF ELEVATIONS:** 29' – 32'
E. **NATURE OF SLOPES:** Flat to areas of steep slopes primarily along the southerly property line
F. **TYPE OF WETLANDS WITHIN NRSP JURISDICTION:** None
G. **SETBACK FROM ANY WETLAND OR WATER BODY:** N/A
H. **ARE THERE TRAILS ON SITE?** Yes
I. **DEPTH TO WATER TABLE:** 22'
J. **DOES THE SITE CONTAIN HISTORIC OR ARCHAEOLOGICAL RESOURCES?** None have been identified
K. **AGRICULTURAL DATA STATEMENT REQUIRED:** No
L. **IS THE SITE CONTAINED WITHIN:**

NYS Significant Coastal Fish & Wildlife Habitat	No
Local Significant Coastal Fish & Wildlife Habitat	No
US Fish & Wildlife Significant Ecological Complex	No
PEP CLPS list	No
Town Community Preservation Fund List	No
Recommended Scenic Area of Statewide Significance	No
Suffolk County designated Pine Barrens	Yes
South Fork Special Groundwater Protection Area	Yes
Town Overlay District	WROD

Other Background Information:

The application is made to expand the existing ARF's adoption center located on Daniel's Hole Road in Wainscott. This application proposes replacement and renovation of the Kennel Building, construction of a one-story Training Building, renovations in the office and lobby space with a nitrogen reducing septic for all the new construction for human and animal waste.

The site is located on a 22.540 acre parcel zoned A5: Residential District and within a Water Recharge Overlay District (WROD). The parcel is also situated in the Suffolk County designated Pine Barrens region and South Fork Special Groundwater Protection Area. This is a semi-public use facility and is currently improved with various structures such as kennels, storage, infirmary, education center, offices, lobby, outdoor dog runs, trails, parking and driveways.



Subject parcel on Town's GIS system

On February 10, 2016, a site plan/special permit was granted by the Planning Board to construct three (3) additional buildings consisting of an 8,860 sq. ft. dog training center, a 4,771 sq. ft. dog sanctuary, and a 4,771 sq. ft. cat sanctuary to be utilized for adoption process, along with an expansion of the existing office space, concrete sidewalks, wood mulch pathways and twenty-six (26) more parking spaces. A determination from the Zoning Board Appeal was granted variances dated December 2, 2015 from total coverage to 91,328.85 sq. ft. and to permit clearing of 196,279 sq. ft. where a maximum of 45,000 sq. ft. is permitted.

The applicant has elected not to proceed with this work approved in 2016 and instead proposed the following -

New construction:

- One-story Training Building of 8,404 sq. ft. of area with basement.
- An outdoor exercise yard with an area of 2,900 sq. ft. adjacent to the Training Building
- A stair tower and small adoption area of 471 sq. ft. which will be added to the Lobby area
- Extension of 451 sq. ft. for additional conference space on the westerly side of the Office building

Renovation works:

- A new Kennel Building of 7,049 sq. ft. area replacing the existing 6,217 sq. ft. building, with a basement for general storage and plumbing.
- The proposed new building will be raised to the same level as the main lobby
- The existing 4,124 sq. ft. lobby interior and entry will be renovated that will include a rework of the reception area, lobby, cat and small dog adoption and support areas for the adoption holding
- Interior renovations of the existing office building of 1,374 sq. ft. of area

Issues:

Coverage

The building coverage will increase from the existing 17,693 sq. ft. to the proposed 28,355 sq. ft., where the maximum allowable building coverage is 35,599 sq. ft.

The existing total coverage is 72,848 sq. ft. or 7.4% and proposed total coverage is 92,383 sq. ft. or 9.4%; where the maximum total coverage allowed is 80,000 sq. ft. The survey needs a minor correction changing the allowed total coverage from 45,000 sq. ft. to 80,000 sq. ft. The applicant will need to reduce the total coverage or obtain a variance from the Zoning Board of Appeals before the Planning Board can deem the application complete. As this exceeds the amount of the prior coverage variance (91,328 sq. ft.), the applicant needs to request a coverage variance from the Zoning Board.

Clearing

The subject property is located in an A5 Residence and WROD zoning district with an area of 22.5 acre or 981,846 sq. ft.. §255-3-65 of the Town Code allows the maximum clearing to be 45,000 sq. ft. for this sized lot. The clearing calculations in the site plan depict that the proposed clearing from the project would be 160,859 sq. ft. or 16.38% of the lot area. It is to be noted that proposed clearing is less than that allowed by the 2016 clearing variance (196, 279 sq. ft.) granted by the ZBA. The applicant will need to request a modification of this variance to reflect the corrected plan.

Setbacks

The site is classified as a flag lot under the Town Code as the access is provided to Daniels Hole Road over a narrow strip of land owned by the Town. Therefore, the parcel does not require front yard setbacks, and side yard setbacks apply to all sides. The special permit standards require that all setback requirements be doubled, which is 90' for principal buildings and 70' for accessory structures for this sized lot in a Residential district. The addition of the conference room at the westerly side of the existing office building will have a setback of 76.2' from the westerly property line where 90' setback is required. The new renovated Kennel Building will also have a 72.4' setback from the westerly property line, where 90' is required.

Furthermore, the new proposed parking at the west side of the office building will have a setback of approximately 40' from the westerly property line, where 70' setback is required for accessory structures. The site plan should indicate the distances between the proposed parking areas and the property lines.

Therefore, yard setback variances will be required for the existing office building, the Kennel building, and parking spaces. However, the adjoining property is Town owned land associated with the airport and not residential, and the Board has the power to approve these proposed setbacks if it serves the interests of good planning. It should be mentioned that the Board agreed to relax the setback requirements in the prior site plan approval from 2016 for the addition to the main building and for the parking spaces and they were located roughly in the same location as are proposed now.

Parking

The project proposes a new asphalt drive and relocation of the parking area. A total of 24 new parking spaces including two (2) ADA spaces are proposed by the applicant for the project, with a total of 54 parking spaces with existing uses. The applicant has submitted in the narrative an assessment of their parking needs. The calculations by the applicant are in the following-

- 1 space per person in Training Building: 10 maximum per day
- 1 space per employee: 5 employees
- 15 additional parking spaces required (minimum 1 space ADA compliant)

There are no specific parking requirements in §255-2-45 of the Town Code for a pet adoption center. Where the use is not listed in the parking requirements, the Code directs that the requirements for the most similar use be utilized. If there is no similar use, it has been the Board's policy to base parking requirements on an assessment of the applicant's needs. Planning Department finds that the proposed parking calculation to be satisfactory and will adequately address the applicant's parking needs. It should be noted that, the Planning Board has previously accepted the parking assessment and calculation from 2016 expansion project, where they provided 26 new parking spaces for a slightly larger footprint than this.

Sanitary and Drainage System

Sanitary plans with detail calculations for the existing Kennel Building and for the new Training Building have been submitted. The applicant proposes to install three (3) new I/A Onsite Wastewater Treatment System (OWTS). The existing three (3) sanitary systems are to be abandoned by pumping and removal.

The sanitary calculations indicate that the allowable sanitary flow according to the Article 6 of the Suffolk County Sanitary Code is 6,762 gpd based on a 22.5 acre site in a groundwater management Zone V. The sanitary density for the proposed project is calculated and will generate 3,699 gpd which is in compliance with the Suffolk County Department of Health Services (SCDHS) standards. However, separate approval from this involved agency will be required.

The plans indicate that the human and animal waste will be collected separately and will be sent to separate OWTS system. The sanitary plans depict that all OWTS will be tied via waste lines and through plumbing into the treatment units, and no separate vent line is proposed.

The applicant has proposed storm water filters for the exercise yards and the new parking lot. It appears that all storm water run-off will be contained on-site in accordance with the requirements of the Town Code. The applicant should clarify whether all thirteen (13) dry wells in the property are existing or if some of them are proposed with the new project.

Lighting Plan

The exterior Lighting plan (C5) shows three (3) types of lighting fixtures are proposed for the project. Nine (9) RAB IVAFT- 45L forward throw area light are proposed along the proposed walkways and parking areas. The lighting plan indicates that the fixtures are an area or post light type and these 38 watt LED bulbs are proposed with 3000K with a 10' mounting height and 4,638 lumen levels. The Board's exterior lighting policy recommends 1,000 to 2,500 lumens for fixtures at 10' mounting height. In addition to that, the image for this post light has an error showing on the lighting plan, but the image from the internet indicates that it is a full cutoff fixture. The lighting plan should be revised to reduce the lumen levels and appropriately depict the image of the RAB area light reassuring that the fixtures are acceptable.

Fifty-eight (58) RAB bollard lights are proposed along the proposed interconnecting walkways, landscaped and parking areas. The proposed fixtures are bollard type black LED bulbs that have a 3000K color temperature with 2,174 lumen levels and mounted at 3'-7" height.

Elven (11) Tube Dark Sky Wall Sconce fixtures are proposed, seven (7) at the Kennel Building and four (4) at the new Training Building. These are 16 watt full cutoff fixtures with 3000K color temperature and 800 lumen levels mounted at a height of 7'.

The lighting plan indicates that the fixtures will be controlled by timers set from sunset to one hour past closing. The lighting plan should include the photometric plot to indicate

the footcandle measurements of the fixtures. The applicant should also submit manufacturer's specification sheets for all the types of fixtures proposed.

Basements

The Kennel building is proposed to be raised to the same level as the main lobby and the space below will be utilized as a basement. This basement will be used initially as general storage and plumbing. The applicant stated that the basement under the renovated lobby building will host mechanicals. The Training building will also have an unfinished basement for storage, and mechanical and plumbing support systems. The Board should discuss if the uses of the basements are satisfactory or any further information would be required.

Landscape Plan

The landscaping plan lists a number of species that mostly appears to be acceptable. Inkberry and Sweet Fern are native to the Pine Barrens; Shadbush trees, Bayberry and American Holly are good deer damage resistance plants and native to East Hampton. Pachysandra (*Pachysandra terminilis*) is only noted to be a non-native plant. Also, the plan listed the species as "Pacasandra" and the applicant should correct the spelling.

Architectural Review Board (ARB)

The proposed project will require a separate approval of the ARB. The applicants are encouraged to submit an application to the ARB as soon as possible if they have not already done so.

SEQRA

The project is an Unlisted Action pursuant to SEQRA and Chapter 128 of the Town Code.

Title of Plans

All plans submitted for this application, including but not limited to site plans, drainage plans, and landscaping and lighting plans, must be labeled with the title of the project "Animal Rescue Fund of the Hamptons, Inc. Phase 2". This title must be consistent with the title that the application was filed under unless an official request is made to modify the application name. All correspondence submitted should also be consistent with this title. This consistency is essential for record keeping purposes and any plans not so labeled will be required to be revised accordingly.

Conclusion

In summary, the application is incomplete pending the resolution of the aforementioned issues. All plans need to be revised to depict the proper title "Animal Rescue Fund of the Hamptons, Inc. Phase 2". The site plan needs to be revised in order to show the correct number for the allowed total coverage from 45,000 sq. ft. to 80,000 sq. ft. The applicant needs to submit revised lighting plan and landscaping plan if the Board agrees. The project will require variances from total coverage from the Zoning Board of Appeals. The Board should discuss whether the project needs setback variances from the ZBA.

Planning Board Consensus

The Planning Board should discuss whether to allow the proposed clearing of 160,859 sq. ft. on the property as it is below the allowed clearing variance from the ZBA determination of 2016.

Additional comments: _____

The Planning Board should discuss whether to relax setback requirements for the addition to the office building from 90' to 76.2' on the westerly side adjacent to Town airport land pursuant to §255-5-50 of the Town Code.

Additional comments: _____

The Planning Board should discuss whether to relax setback requirements for the renovation of the Kennel building from 90' to 72.4' on the westerly side adjacent to Town airport land pursuant to §255-5-50 of the Town Code.

Additional comments: _____

The Planning Board should discuss whether to relax setback requirements for the parking area from 70' to 40' on the westerly side adjacent to Town airport land pursuant to §255-5-50 of the Town Code.

Additional comments: _____

The Planning Board should consider whether the proposal for 24 additional parking spaces, for a total of 54 is sufficient for the project.

Additional comments: _____

The Board should advise the applicant if the lighting plan should be revised with regard to photometric plot, manufacturer's specification sheet and lumen levels as discussed above.

Additional comments: _____

The Board should discuss whether the landscaping plan is satisfactory.

Additional Board Comments:

